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INSTRUCTION NO.
LI 40-6-4

LI 40-6-4
SERVICES
6 January 1956

SUBJECT: Vital Material Program

RESCISSION: LI 40-6-3 dated 9 December 1954

REFERENCE: LI 40-6-1 dated 8 July 1953

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1. GENERAL

The purpose of this Instruction is to establish a schedule (see Attachment 1) of documents of a recurring or continuing nature considered vital to the operations of the Office of Logistics, and to provide for the orderly processing of all vital material to the repository provided under the Disaster Program. This schedule will serve as a guide to Logistics personnel in identifying documents to be made a matter of vital record. In addition to items listed in the attached schedule, documents of a one-time or non-recurring nature, considered vital to the operations of the Office of Logistics may also be deposited as prescribed herein.

2. RESPONSIBILITY

- a. It is the responsibility of Staff and Division Chiefs to provide for forwarding of vital material to the OL Area Records Officer (Chief, Records and Services Branch, Administrative Staff) for deposit on a current basis or for microfilming on a periodic basis, and for notifying the OL Area Records Officer when any vital material becomes non-current and may be withdrawn from the Repository.
- b. It is the responsibility of the Area Records Officer to provide for the prompt deposit of Office of Logistics vital material in the Repository.


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3. PROCEDURE

- a. Available vital material will be forwarded to the Area Records Officer on Monday of each week. Indication should be made if material forwarded is a replacement of material previously sent, in order that outdated documents or microfilm may be withdrawn.
- b. Form No. 620 "Vital Materials Transfer Slip" will be prepared and signed by the Area Records Officer and a copy furnished the Staff or Division as a record of material forwarded.
- c. Periodic microfilming of vital records may be arranged upon request to the Area Records Officer.

FOR THE DIRECTOR OF LOGISTICS:

 25X1A9a
Chief, Administrative Staff

Attachment 1
Vital Material Schedule

cc: MS/RMD (3)
Compt/MRD (2)

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OL/AS/R&S:  :vhm/4137

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